



# City of Tempe

## FIRE CAPTAIN

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	059	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Fire	<i>Salary / Hourly Minimum:</i>	\$32.396291
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$32.396291
<i>Employee Group:</i>	FDU	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fire Captain
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	Yes		

### REPORTING RELATIONSHIPS

Receives general direction from the Fire Deputy Chief or from other supervisory or management staff.  
Exercises direct supervision over sworn Fire staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Seven (7) years of experience providing emergency fire and medical services for the City of Tempe.
<i>Education:</i>	<ul style="list-style-type: none"><li>● High school diploma, GED, or equivalency.</li><li>● Completion of the following courses:<ul style="list-style-type: none"><li>▪ Supervisory Training for Firefighters,</li><li>▪ Fire Fighting Tactics and Strategy,</li><li>▪ Building Construction and Firefighter Safety,</li><li>▪ Fundamentals of Fire Prevention</li><li>▪ Introduction to Ethics in the Fire Service, or Human Resource Management for the Fire Service or Customer Service in the Public Sector.</li></ul></li><li>● An AAS in Fire Science Technology will substitute for the required educational classes listed above.</li></ul>
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>● Possession of a valid driver's license.</li><li>● Possession of an Emergency Medical Technician Certificate.</li><li>● Possession of a Hazardous Materials First Responder Certificate.</li><li>● Possession of a certified Emergency Paramedic Certificate is required for some positions.</li></ul>
<i>Additional:</i>	Candidates must meet any one of the following requirements: <ul style="list-style-type: none"><li>● Currently in the position of Fire Engineer on the Tempe Fire Department.</li></ul>

	<ul style="list-style-type: none"> <li>• Eligible for promotion to the position of Fire Engineer on the Tempe Fire Department (on the current Engineer's promotional list).</li> <li>• Successful completion of Fire Hydraulics and Fire Apparatus. An AAS in Fire Science Technology satisfies these course requirements.</li> <li>• Must pass police background examination.</li> </ul>
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## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's and Department's stated mission and values. Supervise and oversee Fire Company activities including fire suppression, emergency medical services, hazardous materials incident mitigation, fire prevention, public education and occupancy inspections; and oversee the daily operation and maintenance of a fire station and fire company.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Manage the fire planning and training program to attain program objectives; establish procedures to ensure quality information flow and feedback for assigned personnel.
- Direct emergency operations until relieved by a superior officer; respond to alarms, assuming responsibility for the supervision, performance and safety of assigned firefighting personnel on the scene of an emergency incident; manage company planning and training program to attain stated objectives.
- Supervise and assist in providing emergency medical care at incidents.
- Supervise and participate in laying hose lines, directing fire streams, placing ladders, ventilating buildings, rescuing persons, performing loss control and clean-up operations.
- Participate in budget preparation; prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures.
- Direct the continuous maintenance of quarters, equipment and apparatus at a fire station according to department standards.
- Assist in coordinating the maintenance and repair of fire suppression equipment and facilities such as trucks and support equipment; ensure proper maintenance of station facilities; maintain station supplies.
- Obtain and otherwise preserve evidence at a fire scene.
- Identify the fire training needs of company personnel including such areas as driving and operating equipment; ensure that necessary training is provided.
- Supervise drills and classes relating to use of tools and techniques of firefighting, emergency medical service, rescuing, street location and hydraulics.
- Conduct fire prevention inspections and educate the general public in fire prevention.

- Prepare reports, forms, recommendations and other required administrative procedures of the Company.
- Perform the duties of Fire Deputy Chief as required.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

**When assigned to Paramedic position:**

- Administer emergency medical care utilizing accepted guidelines and procedures of advanced life support.
- Use appropriate techniques, equipment and training to provide intubation, defibrillation, drug therapy, intravenous access and other invasive procedures in the management of patient care.

**When assigned as Training Captain:**

- Assist with the design, development, implementation and evaluation of training programs; oversee recruit and probationary training programs.

**When assigned as Recruit Training Officer:**

- Responsible for the safety, education and evaluation of firefighter recruits; assist with the implementation and evaluation of recruit and probationary training programs.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 15, 1988*

*Revised January 1997*

*Revised September 2004*

*Revised January 2006 (Training Requirements)*

*Revised August 2015 (Update minimum quals)*